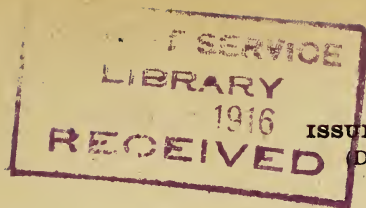


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Form 258.

ISSUE OF SEPTEMBER, 1911.
(Destroy previous editions.)

United States Department of Agriculture,

FOREST SERVICE.

LIST OF STANDARD FORMS TO BE OBTAINED UPON REQUISITION ON THE SUPPLY DEPOT, OGDEN, UTAH.

In the preparation of requisitions, specify both the form number and name, so that in event of typographical error in one designation it may be corrected in the other.

For the purpose of keeping a record of the cost of forms issued, the forms are divided into six classes and their price is averaged as follows:

| | |
|-----------------------------------|----------------|
| Class 1—Double letter size | \$ 6.00 per M. |
| Class 2—Single letter size | 2.25 per M. |
| Class 3—One-half letter size..... | 1.00 per M. |
| Class 4—Card forms | 3.25 per M. |
| Class 5—Book forms | .10 each |
| Class 6—Cloth Posters | 12.50 per M. |

FOREST FORMS.

Miscellaneous forms, pamphlets and binders, not numbered or lettered:

| Name | Class or Price |
|--|----------------|
| Binders, for Forest Atlas Folios, 21x18"..... | .50 |
| for Land Office plats, 18x21"..... | .50 |
| wing, for forms 123 and 124..... | .20 |
| Forest Atlas Sheet of Conventional Signs..... | 1 |
| Forest Service Seal (for pasting on transfer cases, etc.)..... | 3 |
| Leave regulations, pamphlet..... | 5 |
| Memorandum of traveling expenses..... | 5 |
| National Forest Manuals | 5 |
| Grazing section. | |
| Special-Use section. | |
| Water power section. | |
| Trespass section. | |
| Other sections will be listed when issued. | |

| | |
|--|--------|
| Oath of office (with personal statement sheets)..... | 2 |
| Resignation blanks | 2 |
| Transit Note Book | \$0.55 |

FORMS FOR USE ONLY BY TEMPORARY SPECIAL DISBURSING AGENTS.

| | |
|--|---|
| Abstract of Expenditures | 1 |
| Account current | 1 |
| Form A (for payment by Temporary Special Disbursing Agent) | 1 |
| Form 2 (for payment by Temporary Special Disbursing Agent) | 1 |
| Form 526a, Receipt for cash payment..... | 3 |

ALPHABETICALLY DESIGNATED FORMS.

| Letter | Form | Class or Price |
|--------|--|----------------|
| A | Voucher for Purchases and Services (10 items)..... | 2 |
| A | Voucher for Purchases and Services (27 items)..... | 1 |
| B-F | Authority and Voucher for Advertisement..... | 1 |
| C-C-2 | Application for Leave (annual or without pay)..... | 3 |
| C-C-3 | Application for Sick Leave | 3 |
| CC-5-6 | Record of Absence. Card..... | 4 |
| E-1 | Day Telegram. Books of 10..... | 5 |
| E-2 | Day Telegram | 3 |
| E-3 | Night Telegram | 3 |
| L-M-O | Bills of Lading | 1 |
| R | Informal Bid for Supplies | 1 |

NUMBERED FORMS.

| Number | Form | |
|--------|---|---|
| 2 | Party Pay Roll | 1 |
| 3 | Voucher for Personal Services..... | 2 |
| 4 | Reimbursement voucher | 1 |
| 4-A | Hotel and Miscellaneous Subvoucher. Books of 25..... | 5 |
| 4-C | Continuation Sheet for Form 4..... | 2 |
| 9 | Doc. Sec. Request for Publications..... | 2 |
| 10-A | Doc. Sec. Request for Farmers' Bulletin..... | 3 |
| 19 | Individual Salary Card, White (for statutory employees) - | 4 |
| 19 | Individual Salary Card, Blue (for temporary employees) .. | 4 |
| 20 | Supervisors' Individual Expense card | 4 |
| 20-A | Supervisors' Project Expense card..... | 4 |
| 21 | Supervisors' Allotment card | 4 |
| 31 | Request for Status of Lands. (Lettered for each District) | 2 |

| Number | Form | Class or Price |
|--------|--|----------------|
| 32 | Recommendation for Temporary Appointment..... | 2 |
| 32-A | Recommendation for Temporary Appointment Pending Certificate | 2 |
| 32-B | Recommendation for Permanent Appointment..... | 2 |
| 32-C | Recommendation in Accordance with Certificate..... | 2 |
| 32-D | Recommendation for Revocation of Appointment..... | 2 |
| 32-E | Recommendation for Termination of Appointment..... | 2 |
| 32-F | Recommendation for Termination of Leave..... | 2 |
| 32-G | Recommendation for Extension of Leave..... | 2 |
| 32-H | Recommendation for Restoration to Rolls..... | 2 |
| 32-I | Recommendation for Promotion | 2 |
| 32-J | Recommendation for Transfer to Statutory Roll..... | 2 |
| 32-K | Letter enclosing Resignation | 2 |

NOTE: The 32 Series will become obsolete when exhausted and Washington letter heads used instead.

| | | |
|-------|--|---|
| 56 | Preliminary Acknowledgment of Receipt of Correspondence. Postal | 4 |
| 57 | Power and Easement Index Card..... | 4 |
| 98 | Card for Cost-Keeping by Projects | 4 |
| 99 | Recapitulation of Cost by Projects | 4 |
| 101 | Request for Report on Mining Claim | 2 |
| 102 | Request for Report on Agricultural Claim..... | 2 |
| 110 | Report on Agriculture Homestead Application..... | 1 |
| 114 | Enumeration Sheet, Permanent Sample Plot..... | 2 |
| 117 | Boundary Notice. English. Cloth..... | 6 |
| 118 | National Forest Boundary Notice. English..... | 6 |
| 119 | Section Plat for Geologist's Use. Book..... | 5 |
| 123 | Township Plat. 2" to the mile..... | 1 |
| 124 | Record of Agricultural Settlement. (Used with form 123) | 1 |
| 125 | National Forest Mile Poster. Cloth..... | 6 |
| 126 | Equivalent of Degrees in Percentage of a Horizontal Line. Card to be inserted in Compass Case..... | 4 |
| 130 | Herbarium Specimen Label | 3 |
| 131 | Planting Station Record Card. Seed Sowing..... | 4 |
| 132 | Planting Station Record Card. Seedlings..... | 4 |
| 133-A | Planting Station Record Card. Seedlings-Transplanting | 4 |
| 133-B | Planting Station Record Card. Seedlings-Transplanting | 4 |
| 134-A | Planting Station Record Card..... | 4 |
| 134-B | Plantation Record Card | 4 |
| 135 | Plantation Record Report Card..... | 4 |
| 138 | Forest Fire Warning Placard..... | 2 |
| 142 | Camp Notice. English. Cloth..... | 6 |
| 145 | Seed Record Card | 4 |

| Number | Form | Class or Price |
|--------|--|----------------|
| 150 | Nursery Stock Distribution Card | 4 |
| 152 | Notice to Stockmen | 2 |
| 153 | Notice to Stockmen. Postal | 4 |
| 153 | Photo-lithographic Township Plat. Onion skin paper.... | 1 |
| 162 | Forest Limit Notice. Grazing. Spanish..... | 6 |
| 163 | Fire Warning. Italian. Cloth..... | 6 |
| 172 | Library Index Card | 4 |
| 175 | Report on Mill-Site Claim | 1 |
| 183 | Periodical Receipt Card | 4 |
| 184 | Grazing Notice. French. Cloth..... | 6 |
| 185 | Library Charge Card | 4 |
| 186 | Fire Warning. French. Cloth..... | 6 |
| 202 | pp. 1 and 2. Application for Timber Sale..... | 2 |
| 202 | pp. 3 and 4. Application for Timber Sale..... | 2 |
| 207 | Notice of Area Closed against Grazing and Fire Warning. Cloth | 6 |
| 208 | Grazing Trespass, Proposition of Settlement..... | 2 |
| 211-N | Recommendation that Legal Residence be Changed..... | 2 |
| 212 | National Forest Fire Notice. Spanish. Cloth..... | 6 |
| 216 | Report on Condition of Private Forest Land..... | 2 |
| 217 | Sale of Condemned Property Outside of Washington, D. C. | 2 |
| 220 | Map Sheet. Tracing Linen | 2 |
| 221 | Certificate of Telephone Service. Books of 25..... | 5 |
| 222 | Notice of Range Boundary. Red muslin..... | 6 |
| 223 | Scale Book. Large | 5 |
| 230 | Instructions for the Use of Books in Field Libraries..... | 3 |
| 231 | Scale Book. Small | 5 |
| 232 | Lease of Office Quarters..... | 5 |
| 240 | Township Plat. 2" to the Mile..... | 3 |
| 243 | Property Notice. Spanish. Cloth..... | 6 |
| 244 | Property Notice. English. Cloth..... | 6 |
| 245 | Fire Warning. Spanish. Cloth..... | 6 |
| 246 | Forest Boundary Notice. Spanish. Cloth..... | 6 |
| 248 | Record of Cut-Over Area. Card | 4 |
| 251 | Report on Grazing Capacity of Private Lands..... | 2 |
| 253 | Application to List Lands under Act of June 11, 1906.... | 1 |
| 255 | Poster for Ancient Ruins. Cloth..... | 6 |
| 256 | Grazing Record Card. 5-year period..... | 4 |
| 258 | List of Standard Forms..... | 5 |
| 259 | Sale of Condemned Property. Placard, 8x10½..... | 2 |
| 261 | List of Standard Articles of Equipment..... | 5 |
| 265 | Newspaper Clipping Slips | 3 |
| 267 | National Monument Boundary Notice. English. Cloth.. | 6 |

| Number | Form | Class or Price |
|--------|---|----------------|
| 270 | Forest Boundary Poster with Diagram of Location. English | 6 |
| 271 | Report on Proposed Administrative Site..... | 1 |
| 275 | National Game Preserve Boundary Poster. English. Cloth..... | 6 |
| 286 | Record of Timber Sales for Forest Atlas..... | 3 |
| 289 | Field Notebook | 5 |
| 293 | Notice of Sheep Driveway. Spanish. Cloth..... | 6 |
| 298 | Application for Grazing Permit. 5 years..... | 2 |
| 301 | Status Data for Forest Atlas..... | 2 |
| 302 | Forest Service Wall Calendar..... | 1 |
| 303 | Acknowledgment of Grazing Application. Postal..... | 4 |
| 310 | Sheep Driveway Poster. English. Cloth..... | 6 |
| 311 | Sheep Driveway Poster. French. Cloth..... | 6 |
| 315 | Township Plat showing system of notching corners. For use in Rangers' Notebook, Form 874-C..... | 3 |
| 319 | Memorandum of Corporate Officers' Authority..... | 2 |
| 320 | Report on Timber and Stone Claim..... | 1 |
| 321-a | Reconnaissance Forty Estimate Sheet..... | 3 |
| 322 | Reconnaissance Section Plat | 1 |
| 323 | Reconnaissance Township Plat | 1 |
| 328 | Request for Report. Card..... | 4 |
| 329 | Memorandum of Request for Report. (Companion to Form 328) | 3 |
| 330 | Annual Property Return | 2 |
| 331 | Property Record Card | 4 |
| 333 | Valuation Survey. Book | 5 |
| 334 | Tree Measurements. Book | 5 |
| 335 | Township Plat. 2" to the mile. Tracing Cloth..... | 1 |
| 336 | Bills of Material and Standard Plans. Book..... | 5 |
| 337 | Township Plat. Lithographed. 140 Townships, ¼" to the mile | 1 |
| 338 | Township Plat. Lithographed. 35 Townships, ½" to the mile | 1 |
| 339 | Instructions for taking Forest Photographs..... | 3 |
| 340 | Pasture Calendar Card | 4 |
| 341 | Shipping tag. Linen. (For freight or express)..... | 3 |
| 343 | Report on Predatory Animals Killed..... | 2 |
| 345 | Record of lists | 1 |
| 347 | Monthly Service Report | 2 |
| 349 | Planting Station Card. Record of Expenses and Allotments | 4 |

| Number | Form | Class or Price |
|--------|---|----------------|
| 350 | Planting Station Card. Apportionment of Permanent Improvements | 4 |
| 351 | Planting Station Card. Cost of Tree Production..... | 4 |
| 352 | Planting Station Card. Record of Cost of Work Animals.. | 4 |
| 353 | Planting Station Card. Mess Cost..... | 4 |
| 354 | Planting Station Card. Principal Project..... | 4 |
| 355 | Planting Station Card. Ledger Accounts..... | 4 |
| 356 | Planting Station. Daily Labor Report. For use in note book cover, Form 874-C..... | 3 |
| 357 | Planting Station. Monthly Time Sheet. For use in special binder | 1 |
| 358-B | Planting Station. Monthly Journal Summary. For use in special binder | 1 |
| 361 | Rangers' Station Card | 4 |
| 362 | Letter to Permittee on Money Due | 2 |
| 368 | Mailing frank for merchandise | 3 |
| 369 | Mailing frank for printed matter..... | 3 |
| 377 | General Bond, pp. 1 to 6, inclusive..... | 2 |
| 393 | Timber Sale Boundary Notice. Cloth..... | 6 |
| 394 | Administrative Site. Metal Sign | |
| 399 | Report to Supervisor on Condition of Special-Use Permit | 2 |
| 400 | Sawmill Permit..... | |
| 403 | Grazing Card, Use of Private Lands..... | 4 |
| 404 | Grazing Card, Authorization Record..... | 4 |
| 407 | Pamphlet binder, 7x10" | 5 |
| 408 | Periodical binder. 11x15..... | 5 |
| 409 | Boundary Notice. Spanish. Cloth..... | 6 |
| 410 | Notice of Property Seizure. Cloth | 6 |
| 416 | Instructions and Report of Phenological Observations... | 2 |
| 425 | Personnel Index Card, miscellaneous..... | 4 |
| 426 | Mailing frank for registered matter..... | 3 |
| 427 | Mailing tags. Franked. Linen..... | 3 |
| 430 | Herbarium Specimen Sheet | 1 |
| 444 | Notice of Reward, Forest Fires Poster. Cloth..... | 6 |
| 445 | Placard, Address of Nearest Forest Officer..... | 2 |
| 446 | Supervisors' Annual Statistical Report..... | 1 |
| 485 | Forest Experiment Record Card..... | 4 |
| 495 | Record of Meteorological Observations | 1 |
| 536 | Letter of Authorization, Supervisors to Subordinates.... | 2 |
| 560 | Request to Forward Mail. Postal | 4 |
| 578-a | Forest Description | 2 |
| 578-b | Timber Estimate Sheet | 2 |
| 615 | Timber Sale Record Card. White, blue and salmon..... | 4 |

| Number | Form | Class or Price |
|--------|--|----------------|
| 616 | Summary of Timber Sales. Card..... | 4 |
| 618 | Record of Trespass. Card..... | 4 |
| 619 | Special-Use Permit Record Card | 4 |
| 620 | Index Card, Personnel | 4 |
| 621 | Grazing Permit Record Card..... | 4 |
| 642 | Official Postal Card | 4 |
| 651 | Scale Book, for use in District No. 6 only..... | 5 |
| 652 | Instructions for Cutting Timber. Spanish..... | 2 |
| 653 | Timber Trespass, Proposition of Settlement..... | 2 |
| 654 | Outline sheet for Placer or Lode Claim Report..... | 2 |
| 655 | Outline sheet for Homestead Claim Report..... | 2 |
| 656 | Grazing Permit | 2 |
| 658 | Rangers' Quarterly Grazing Report..... | 2 |
| 668 | Requisition for Supplies | 2 |
| 675 | Change of Address Card. Postal | 4 |
| 691 | Notice of Reference of Communication. Postal..... | 4 |
| 763 | Waiver of Grazing Privilege | 2 |
| 766 | Warning of Poisonous Plants to Stock Grazers. Placard. | 2 |
| 767 | Herbarium Record Card | 3 |
| 820 | Report of Timber Cut | 2 |
| 832 | Special Use Permit | 2 |
| 856 | Report on Trespass | 2 |
| 858 | Certificate of Property Lost or Damaged..... | 2 |
| 861 | Letter of Transmittal, lettered for each District..... | 3 |
| 861-G | Letter of Transmittal, Grazing, lettered for each District | 3 |
| 874 | Rangers' Notebook Instruction Sheet..... | 3 |
| 874-C | Rangers' Notebook. Cover. Leather | 5 |
| 874-1 | Rangers' Notebook Frank | 3 |
| 874-2 | Rangers' Notebook Two-Day Diary Sheet..... | 3 |
| 874-4 | Rangers' Notebook Sheet of Information Needed to Report on Special-Use Permit | 3 |
| 874-5 | Rangers' Notebook, Instruction to Scalers | 3 |
| 874-6 | Rangers' Notebook, Report on Fires | 3 |
| 874-7 | Rangers' Notebook, Calendar | 4 |
| 874-8 | Rangers' Notebook, Free-Use Permit | 3 |
| 874-10 | Rangers' Notebook, Record of Claims and Privileges, East half Township | 3 |
| 874-11 | Rangers' Notebook, Record of Claims and Privileges, West half Township | 3 |
| 874-12 | Rangers' Notebook, Record of Grazing Permit..... | 3 |
| 874-13 | Rangers' Notebook, Memorandum Sheet | 3 |
| 874-15 | Rangers' Notebook, Time Report..... | 3 |
| 874-16 | Rangers' Notebook, Transfer of Property..... | 3 |

| Number | Form | Class or Price |
|--------|--|----------------|
| 874-17 | Rangers' Notebook, Crossing Permit..... | 3 |
| 874-18 | Rangers' Notebook, Report on Sheep Crossing Forest... | 3 |
| 878 | Map Sheet | 2 |
| 879 | Application for Grazing Permit | 2 |
| 925 | Application for Permit on Account of Private Lands.... | 2 |
| 926 | Annual Fire Report | 2 |
| 935 | Certificate of Publication of Timber Sale Notice. Card | 4 |
| 937 | Agricultural Claim File Card | 4 |
| 938 | Mining Claim File Card | 4 |
| 939 | Property Invoice or Receipt | 2 |
| 940 | Timber Settlement File Card | 4 |
| 941 | Bid for Advertised Timber | 2 |
| 946 | Letter Transmitting Special-Use Permit..... | 2 |
| 949 | Summary of Timber Cut and Sold..... | 2 |
| 961 | Affidavit of Publications and Advertising Rates..... | 2 |
| 964 | Report on Special-Use Permit | 1 |
| 970 | File Card for Rates of Advertising | 4 |
| 971 | Township Plat and Data Slip | 3 |
| 972 | Township Plat, 2" to the mile..... | 1 |
| 973 | Township Plat, 1/2" to the mile | 3 |
| 974 | Township Plat, 1" to the mile | 3 |
| 975 | Sale of Timber, Placard, 7 1/2x10..... | 2 |
| 976 | Herders' Identification Card | 4 |
| 977 | Report on Seed Crop of Forest Trees | 2 |
| 979 | Forest Atlas Conventional Township Sketching Plat... | 1 |
| 980 | Request to Place Names on Mailing List. Postal..... | 4 |
| 985 | Boundary of Area Closed Against Sheep Grazing. Cloth | 6 |
| 986 | Fire Warning. English. Cloth | 6 |
| 988 | Requisition for Photographic Work or Supplies..... | 3 |
| 999 | Forest Atlas Record of Status of Lands in National Forest | 1 |